

## Assessor Certification Course Public Act 95-956 (Effective 8/29/2008)

In August of 2003, the Fire Department Promotion Act (50 ILCS 742) became law. This act specifically modified the terms of the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-1) the Civil Service Commission Act (65 ILCS 5/10-2-1), and the Fire Protection District Act (70 ILCS 705/16.01) as they pertained to the promotion of personnel in the fire service.

The changes enacted by P.A. 95-956 on August 29, 2008, do not restrict the use of the assessment centers, but rather focus on the qualifications of the assessors. Effective January 1, 2010, only individuals who are certified in accordance with the provisions approved by the Office of the State Fire Marshal may be employed to grade candidates participating in the assessment center testing process. Further, the Act pertains to all full-time municipal fire departments that are subject to a collective bargaining agreement or the fire department operated by a full-time fire protection district. The terms do not include fire departments operated by the State, a university, or a municipality with a population over 1,000,000 or any unit of local government other than a municipality or fire protection district. The terms also do not include a combined department that was providing both police and firefighting services on January 1, 2002.

It is important to note that these certification requirements do not apply to persons employed or appointed by the jurisdiction administering the test. This means that you're departmental staff or your fire commissioners who oversee the testing process are not required to be certified.

### To Participate in the Basic Assessor Certification Course

The JLMC wants to emphasize that to become a Certified Assessor, an individual needs to possess a minimum of ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher.

An individual can attend the Basic Assessor Certification Course but will not be certified until the requirement of both ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher.

### Assessor Certification Requirements

An individual desiring to be a certified assessor must apply to the Joint Management Labor Committee (JLMC) and meet the following minimum requirements established by the JLMC:

- **Possess a minimum of ten years of service as a full-time sworn firefighter including at least three years of service as a company officer or higher;**
- Successfully complete the Basic Assessor Training Course administered by a JLMC approved provider which shall conform to the training syllabus established by the JLMC;
- Successfully complete the practical requirements established by the JLMC consisting of participation in two Assessment Centers as a non-grading assessor and approval by the lead-assessor; and
- Sign a pledge to comply with the Code of Ethics for Illinois Assessors with the JLMC.

### JLMC Basic Assessor Certification Course (BACC)

The 24 hour BACC complies with the JLMC minimum initial standard for the qualification of certified assessors covering both lecture and practical components based upon the approved syllabus and Assessor Job Performance Requirements.

Attendees will be educated and trained in the numerous exercises that are used in promotional process. Using assessment center practical exercises in small breakout groups, the attendees will learn the skills needed to be a certified assessor.

## Registration form for BACC October 27-29, 2010

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Date of Rank: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please answer the following questions:**

- **How many years of experience do you have as a fulltime Firefighter: \_\_\_\_\_**
- **How many years of experience as a Company Officer or higher: \_\_\_\_\_**

**I understand that I must have three years of experience as a company officer or higher to be a Certified Assessor:**

**Signature: \_\_\_\_\_**

**Registration Fee: \$450.00**

**NO SHOW FEE \$75.00**

**Send registration form and fee to:**

**JLMC Basic Assessor Certification Course**

**PO Box 7, Skokie IL 60076-0007**

**Or fax registration form to: 847/966-0782**

**OFFICE OF THE STATE FIRE MARSHAL**  
**TITLE 41: FIRE PROTECTION**  
**CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL**  
**PART 145**  
**CERTIFIED ASSESSORS FOR**  
**FIRE DEPARTMENT ASSESSMENT CENTERS**

**Section 145.50 Roster of Certified Assessor  
and Request for Roster**

- a) The Office shall establish and maintain a Roster of the certified assessors that the JLMC has provided to the Office.
- b) The parties to the promotion (the authority that administers and grants promotions and the labor organization that represents the candidates for promotion), may agree to their own process to select certified assessors, enter into their own contract with a particular testing company to provide certified assessors, or permit non-certified assessors that have a specialized technical expertise to participate.
- c) Should either party request a list of certified assessors from the Office, *the Office shall select at random a panel numbering not less than 2 times the number of assessors required and provide such list within 7 days after receiving the request. The parties shall augment the number by a factor of 50% by designating certified assessors who may serve as alternates to the primary assessors.* [ 50 ILCS 742/50(h)]
- d) The parties shall select certified assessors from the list supplied by the Office and shall notify the Office within 7 days following the receipt of the list, of the assessors they have selected. If the parties fail to notify the Office of their selection of certified assessors within the 7 days, the

Office shall appoint the certified assessors required from the list of certified assessors provided.

e) In the event a certified assessor is not able to participate in the assessment center process for which he was selected, either of the parties involved in the promotion process may request that additional names of certified assessors be provided by the Office.

**Section 145.60 Assessor Selection**

Unless the parties agree on an alternate selection procedure, each party shall alternatively strike a name from the list provided by the Office until the required number of assessors remains. *A coin toss shall determine which party strikes the first name.* [50 ILCS 742/50(h)]

**Location:**

The Empress Banquets  
200 East Lake Street  
Addison, IL 60101

**Dates:**

October 27,28 & 29, 2010

**Times:**

Registration = 0730 hours  
Starting time = 0800 hours  
Ending time = 1700 hours  
Continental breakfast and lunch included

**Cost:**

Registration Fee: \$450  
No show fee = \$75

**Deadline for Registrations**  
**October 4, 2010**

**The Joint Labor Management  
Committee**

**Announces the 24 Hour**

**BASIC ASSESSOR CERTIFICATION  
COURSE**

**October 27,28 & 29, 2010**



**In Compliance to the Joint Management  
Labor Committee Requirements**